

DEPARTMENT OF THE NAVY

NAVAL ACQUISITION INTERN PROGRAM (NAIP)

NAIP JOB DESCRIPTIONS

Budget Analysts (560 job series) perform, advise on, or supervise work in any of the phases of budget administration when such work requires knowledge and skill in applying budget-related laws, regulations, policies, precedents, methods, and techniques. This typically involves analytical, technical, and administrative duties in one or more phases of the budgetary process, e.g. budget formulation and justification, presentation and enactment, or execution.

Community Planner (0020 job series) positions are involved in providing contractor guidance and documentation to assure contract compliance and quality assurance as pertains to facility planning, regional planning, special project planning, safety site planning, and economic analysis. Provides direct support to in-house and contracted planning projects by utilizing state of the art technical skills and techniques. Interpret laws, regulations and policies and apply innovative technical principles, practices and theories.

Computer Scientist (1550 job series) positions involve the application of, or research into, computer science methods and techniques to store, manipulate, transform or present information by means of computer systems. This involves the development, test, and evaluation of automated systems, programs, hardware and software interfacing techniques, and adapting advanced methods and techniques in computer science to solve complex and highly demanding computer processing requirements.

Contract Specialist (1102 job series) positions are involved in the acquisition of supplies and services. Assignments may include requirements determination and contract planning, business evaluation and price-cost analysis, negotiation, contract administration, and contract termination.

Engineering (800 job series) positions perform professional engineering tasks to support acquisition programs, projects and activities. These may relate to the design, development, construction, fabrication, installation, modification and analysis of platforms (ships and airplanes); equipment; systems or system components; facilities; environmental protection, etc. Typical specialties may include aerospace, computer, electrical, electronics, chemical, architect, fire protection, environmental, marine, ocean, materials, civil, industrial, mechanical engineering and naval architect

Information Technology Specialist (2210 job series) positions are involved in the planning and coordination of all phases of the acquisition, implementation, and integration of information systems equipment, including hardware, software, telecommunications equipment and support services. Concerned with preparation of reliability and utilization reports to identify problem areas, feasibility studies preliminary to application system changes, and development of technical specifications and economic data in support of bid solicitations.

Logistics Management Specialist (346 job series) positions are involved in the identification of activities involved in providing logistics support, the integration of actions required of each activity into a comprehensive logistics plan, the monitoring of progress in meeting the planned requirements, the adjustments of logistics plans and schedules for all related actions, and coordination of efforts to effect the plan. This includes determining requirements for funds, manpower, facilities, equipment, transportation, communications, training, supplies and support services; as well as, the design and development, procurement, production, storage, maintenance, utilization and disposal of supplies and equipment. They are also involved in acquisition of required support services such as transportation and communications and in the acquisition and training of personnel.

Natural Resources Specialist (401 job series) positions are involved in directing program requirements for natural resources consultation, technical reviews, and guidance on facility planning efforts, design and construction projects, real estate actions, environmental compliance documentation, and development of Integrated Natural Resources Management Plans for Navy and Marine Corps activities.

Operations Research Analyst (1515 job series) positions perform professional and scientific work requiring the design, development and adaptation of mathematical, statistical, econometric, and other scientific methods and techniques to analyze problems of management and to provide advice and insight about the probable effects of alternative solutions to these problems. The primary requirement of the work is competence in the rigorous methods of scientific inquiry and analysis rather than in the subject matter of the problem.

Program Analyst (343 job series) positions are involved with program analysis and development, budget formulation, execution and documentation, financial planning and management, acquisition planning and contract administration, management analysis and reporting.

Realty Specialist (1170 job series) positions are involved in the identification of real estate requirements, including the design and preparation of real estate acquisition documents, obtaining and preparing documentation, planning and executing major administrative actions, analyzing proposed easements, leases, licenses, host-tenant real estate, and use agreements. Also involves the preparation of documents for disposal of excess property; and, providing technical advice to Navy and Marine Corps regarding real estate actions.